

ANTELOPE ELEMENTARY SCHOOL DISTRICT

Position Description

POSITION: District Superintendent Secretary

TERMS OF EMPLOYMENT: Confidential Employee, 215 days

REPORTS TO: Superintendent

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- First Aid and CPR certification preferred.
- Three years of office experience
- Typing proficiency and knowledge business machines
- Computer and office software proficiency

GENERAL SUMMARY

Under the general direction of the Superintendent, the Secretary to the Superintendent performs a wide variety of difficult and responsible secretarial and clerical administrative work for the Superintendent and the Board of Trustees.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Secretary to the District Superintendent. Receives visitors in person and over the phone, and answers questions regarding the District's activities or procedure, resolves complaints or refers calls to the appropriate staff member.
- Maintains district student attendance records; works with school staff to monitor accuracy and timely preparation; submits attendance reports to appropriate agencies.
- Assists in compiling the agenda and materials for meetings of the Governing Board. Maintains a record of those meetings. Performs other duties as requested by the Board. Attends Board Meetings.
- Collaborate with staff, outside agencies, and vendors in the collection, extraction, processing, analysis and submission of a variety of electronic data.
- Compiles interdistrict transfer information, provides and processes all forms.
- Performs receptionist duties; answers phones and assists staff and members of the public.
- Assists the District Superintendent and other staff members by attending to a broad variety of clerical and administrative detail work.
- Screens and distributes all mail.
- At times may work directly with students and parents in regards to enrollment, transfer, bus schedules.
- Assists site secretarial staff with student enrollment, transfer processes, and beginning and end of year duties.
- Composes correspondence, as required. Disseminates all school district forms.

- Maintains a complete and up-to-date copy of the District's policies.
- Handles petty cash fund.
- Prepares all school sites enrollment reports for both County and State as needed.
- CALPADS, CBEDS, OPUS, CRDC, AERIES Coordinator.
- Coordinates and maintains District calendar for facility usage.
- Works with the District Superintendent in carrying out the day-to-day operations necessary to the smooth functioning of the District. Sets up meetings and conferences for the District Superintendent and maintains confidential files.
- Establishes and maintains a high level of public image in all public contacts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and mathematical concepts.
- Proficient with the use of Microsoft Office, Google Docs, or other like word processing software
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.
- Ability to make standard mathematical calculations rapidly and accurately.
- Operation of a computer, related software and standard office equipment.
- Ability to work tactfully and courteously with the public, employees and other officials.

WORKING CONDITIONS

- Light to moderate physical effort. Sitting for extended periods of time.
- Lift and move materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment
- Temperature- normal climate

CONTACTS

- Daily contact with students, teachers, district staff & parents and community members

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Board approved:

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